NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Subject: NASA Product Data and Life-Cycle Management (PDLM) for Flight Programs and Projects

Responsible Office: Office of the Chief Engineer

Chapter 2. Responsibilities

Note: This chapter defines the roles and responsibilities of the key officials in the PDLM management process. The roles and responsibilities of senior NASA management, along with fundamental principles of governance, are defined in NPD 1000.0, NASA Governance and Strategic Management Handbook, and further described in NPD 1000.3, The NASA Organization.

2.1 The NASA Chief Engineer

2.1.1 The NASA Chief Engineer is responsible for modifying existing or establishing new NASA policies, procedural requirements, technical standards, and guidance associated with PDLM processes and practices and for ensuring that necessary and sufficient data are obtained for program and project needs.

2.2 The Agency Chief Information Officer (CIO)

2.2.1 The Agency CIO develops Agency direction on IT strategy, governance, and architecture.

2.2.2 The Agency CIO develops the Information Support System Architecture (ISSA) and Security Architecture.

2.2.3 The Agency CIO defines Agency-wide PDLM IT strategy considering high-level infrastructure, Enterprise Architecture, engineering and program management requirements, and associated policies, procedures, standards, guidelines, services, and

capabilities that:

2.2.3.1 Provides oversight for the planning and deployment of IT investments to support Center, program, and project adherence to established PDLM requirements.

2.2.3.2 Ensures that the Security Architecture provides continuity of operations via timely access, reliability, transmission quality, integrity, and confidentiality of Agency data and systems while adhering to NPR 1600.1, NASA Security Program Procedural Requirements; NPR 2810.1, Security of Information Technology; and Federal IT security regulations.

2.2.3.3 Ensures that the ISSA supports the development and maintenance of capabilities for PDLM across the life cycle, including ensuring that authoritative and relevant PDD remain discoverable, reusable, and accessible within NASA in an effective and efficient manner following project disposal (as defined in NPR 1441.1, NASA Records Retention Schedules).

2.2.3.4 Documents data delivery mechanisms to facilitate the discovery, planning, and implementation of PDLM capabilities by programs and projects.

2.2.3.5 Documents lessons learned related to planning, requirements, and implementation of PDLM capabilities that cross institutional internal boundaries or relate to data exchange with external partners and contractors.

2.2.4 The Agency CIO needs to ensure, with IT providers, that the capabilities are available in advance to meet the requirements of programs and projects.

2.3 Mission Directorates

2.3.1 Mission Directorates have a critical role in the direction for PDLM: they are responsible for executing mission requirements in a manner consistent with Agency requirements, policies, and procedures, including but not limited to providing adequate program and project coordination and resources to ensure successful execution of mission requirements.

2.3.2 In coordination with the program manager, the Mission Directorate Associate Administrator is responsible for the following:

2.3.2.1 Ensuring that the program's governance framework (model) is sufficient to the task of planning and meeting the requirements herein and of developing and updating a PDLM plan when required.

2.3.2.2 Ensuring that PDLM plans (initial and updates) produced by the program manager of a single-project or tightly coupled program are in accordance with section 3.5 and the template and instructions in Appendix D of this NPR.

2.3.2.3 Ensuring that the PDLM plan reflects the PDLM requirements of the program and its projects, identifies necessary capabilities, documents specific areas of reliance on IT infrastructure and services, and articulates the timing for implementation of PDLM capabilities throughout the program and project life cycle.

2.3.2.4 Ensuring that the PDLM plan documents agreements among the program manager and the various providers of PDLM services on how the identified PDLM capabilities will be provided; concurrence to the plan is noted by signatures by the program manager, the Mission Directorate Associate Administrator, and PDLM tool

providers (e.g., Center Director, Mission Directorate), at a minimum.

2.3.2.5 Ensuring that Process Architecture appropriately reflects the requirements for tightly coupled programs (i.e., supports program-wide integration and interoperability needs and identifies which processes are to be adopted across all projects in the program).

2.3.2.6 Ensuring that all contracts associated with their program and its projects contain PDLM interoperability and sustainability requirements and that essential contractor-originated data are identified and acquired with sufficient access and usage rights to support the full project life cycle.

2.4 The Chief, Safety and Mission Assurance

2.4.1 The Chief, Safety and Mission Assurance establishes standards and requirements for the definition, handling, and control of safety, reliability, and mission assurance data by NASA programs and projects to facilitate goals of the PDLM standards and requirements.

2.5 Center Directors

2.5.1 Center Directors, or delegates, ensure that resources, capabilities, and infrastructure are available to support program execution. As such, Center Directors are responsible for ensuring that negotiations are conducted between the program/project and process/tool managers to achieve a viable and defined contribution of Center resources, that Center policies and procedures are aligned with program/project needs, and that both are documented in the program's PDLM plan.

2.5.2 Center Directors, or delegates, ensure that Center policies support the Agency's requirements for PDLM.

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